**Instructions for Requesting a “Without Compensation” (WOC) Appointment – 2022.08**

* Copy and paste the information shown in the gray box below into an email.
* Fill out each field and send the email to [Helen.Vaillancourt@va.gov](mailto:Helen.Vaillancourt@va.gov?subject=New%20WOC%20Appointment%20Request).
* Do **not** include the WOC candidate on the email.
* Make sure to review and follow the guidance provided below the gray box!

**New WOC Candidate Information**

**Name:**

**Email:**

**\*US Citizen:**

**WOC Position Title – highlight one: Research Assistant Research Coordinator**

**Work Location:**

**\*Non-US Citizens require additional steps in the process and must have current US work authorization and a U.S. Social Security Number.**

**Principal Investigator**

**PI Name and Credentials:**

**Alternate Contact Name:**

**Indicate BRRC or NonCenter:**

**Target Start Date:**

**Study Information – Highlight below as appropriate**

**Position Duties: Administration/Data Human Animal Chemical**

**Will WOC work with Liquid Nitrogen? Yes No**

**Will VA computer access be required? Yes No**

**Tips for a Smooth Approval Process**

* Submit only one candidate per email and **do not include the WOC candidate on the email.**
* Candidate will receive a “Welcome” email; supervisor will be copied as notice that the process has begun.

**Please address the areas below when initially talking to the candidate about a WOC appointment with the VA.**

**2 ID Requirements: 2 IDs are required for background check, obtaining PIV badge, EOH registration, and HR.**

Examples of commonly used IDs:  Driver’s License, Social Security Card, Birth Certificate, and Passport.

Non-US citizens also need U.S.A. work authorization documents and IDs.

**2 IDs in Their Possession: Stress to candidates the importance of having 2 IDs with them for the entire process.**

Many students do not have the VA-required 2 IDs in their possession because at least one ID is in safe keeping with, for example, their parents.  If the documents are expired, that adds additional time.  **Do not send** the New WOC Candidate email until they have their 2 IDs.  It causes a backlog: Some have been on the log for 5+ months trying to get their IDs.

**TMS and CITI Trainings: Do not start candidates on TMS and CITI training.**

Trainings distract candidates from critical first steps. The step-by-step WOC process is designed to address critical areas first, to not overwhelm candidates, and to keep them on track.  The step-by-step process documents their progress.

**WOC Application: Do not get the candidate started on any portion of the WOC application.**

Things constantly change and can impact the forms in the application.

**Procrastination: Encourage/coach candidates to stay on task once they start the WOC process.**

If candidates don’t keep on task once starting the process, they can run into personal “bumps in the road” like exams and holidays. Also, there can be other unforeseen personal delays like illness or family issues. It has been proven that the process can be completed in a relatively short period of time if they stay proactive with the process.

***Please make sure candidates are ready to start on the process before sending the New WOC Candidate Email.***